

TOWN OF GRAFTON RECREATION DEPARTMENT

Beach Director – Job Description

Summary:

The Director of Silver Lake Beach oversees the daily operation of the facility and its staff. The Director is hired for a 40-hour per week position for 10-11 weeks from mid-June until the end of August. The Director reports to the Recreation Director.

Duties and Responsibilities:

- Oversees supervisory staff including a Swim Lesson Coordinator, Head Guards and Assistant Beach Director and oversees/ work cooperatively/assists with supervision of all staff.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Maintains surveillance of patrons in the facility, acts immediately and appropriately to secure safety of patrons in the event of emergency, ensures safety of patrons.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Sets up beach prior to opening for the season, and clean up and store everything at the close of season.
- Performs various maintenance duties as needed/directed to maintain a clean and safe facility and equipment.
- Prepares and maintains appropriate activity reports, employee paperwork, etc.
- Performs miscellaneous job-related duties as assigned.
- Assists as needed in interviewing candidates and making recommendations to the Recreation Director
- Assists in planning summer programming and events such as swim lessons, build a sand castle day, etc.
- Calculates and submits payroll for employees on a bi-weekly basis.
- Attend weekly meetings, if necessary, with the Recreation Coordinator and one or more Recreation Commissioners for the purpose of reviewing budget issues, scheduling issues, and personnel issues.
- Prepares report the last week of the season to the Recreation Commission giving an overview of the program, listing inventory at the beach, and making recommendations for the future.

Minimum Requirements:

- Must be age 21+.
- Must have current certification for CPR and First Aid for Professional Rescuer/First Responder and Lifeguarding by a recognized source.
- Must have previous supervisory experience and been lifeguarding for at least 3 years.
- Must be able to work weekends and holidays.

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Knowledge, Skills and Abilities Required:

- Must act and look professional at all times.
- Must have ability to communicate effectively and professionally to the public.
- Skilled in the application of lifeguarding surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedures.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.